JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:
Performs a variety of professional nursing and routine medical services which are directly related to patient care of inmates legally in the custody of the Yamhill County Correctional Facility, including independent judgment in assessment, treatment of illnesses and minor wounds, physician referral, and follow-up nursing care as directed by the jail physician or dentist.

SUPERVISION RECEIVED:
Works under the medical supervision of the jail physician and the general supervision of the jail commander. Work is reviewed by the jail physician and the jail commander for conformance with established department policies and procedures, professional nursing standards, and overall results achieved.

SUPERVISION EXERCISED:
Supervision of other employees is not a routine function of this classification.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Performs professional nursing duties under medical policies and procedures and specific standing orders approved by the jail physician.
- Obtains and records inmate medical histories.
- Provides medical evaluation to staff and inmates as needed.
- Performs complete physical examination of inmates as needed, including rectal, anal, and prostate examinations.
- Facilitates implementation of health care plans which are approved by the jail physician and involve other corrections program staff input.
- Provides information as directed by the sheriff or the jail physician and manages health problems delegated by the jail physician or sheriff.
- Administers prescription medication to inmates as directed by jail physician. Provides appropriate information regarding inmate medicine dosage and schedule to corrections staff.
- Secures medications to protect against inappropriate use by others.
- Schedules routine sick call, provides treatment for minor medical complaints, minor suturing, and care of soft tissue injuries as necessary.
- Maintains inmate medical records and files.
- Submits reports and nursing program statistics in a timely manner as required.
- Maintains the nursing work station in a safe, orderly, and efficient manner.
- Confers with jail physician regarding significant inmate medical problems and makes referrals as appropriate to jail physician or the hospital.
- Attends regularly scheduled jail staff meetings to review policy and protocol and to update provision of medical services.
- Works cooperatively with public health staff regarding communicable disease control and other issues affecting the jail population.

**JOB SPECIFICATION**

**KNOWLEDGE OF:**
- Principles and practices of acute care and assessment nursing as required by the position.
- Principles and practices underlying professional nursing techniques and professional ethics.
- Diagnostic and screening tests.
- Institutional health requirements, laws, administrative rules, and guidelines.

**SKILL IN:**
- Independent judgment in assessment, treatment of illnesses and minor wounds, physician referral or inmates, and follow-up nursing care as directed by the jail physician or dentist.
- Establishing and maintaining appropriate, relevant professional relationships.
- Effective communication, both orally and in writing.

**ABILITY TO:**
- Identify and evaluate jail community and individual inmate health needs.
- Use independent judgment and to work well with corrections staff.
- Understand and carry out technical instructions regarding patient care.
- Interact courteously and tactfully with patients.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**
Graduation from an accredited school of nursing with a diploma or Associate’s degree in nursing; graduation from an accredited four year college or university school of nursing with a Bachelor’s degree in nursing. Two years of increasingly responsible experience as a registered nurse.

**SPECIAL QUALIFICATIONS PREFERRED:**
Emergency room specialty experience.

**OTHER REQUIREMENTS:**
Ability to secure and maintain a driver’s license valid in the state of Oregon, or an acceptable
alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver’s license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**
The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in office environments may risk exposure to irrational/hostile behavior and/or contagious diseases.

_The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions._

_This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change._

_The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently._